

CHARTER BUS TRANSPORTATION REQUEST AND AUTHORIZATION

DATE: _____

☐ ORIGINAL☐ CHANGE NUMBER: _____

1. UNIT / ORGANIZATION / UIC:		2. UNIT TELEPHONE NUMBER:	
		3. UNIT STATUS: (Circle one) IDT AT OTHER _____ AMSCO	
4. DEPARTURE POINT (COMPLETE ADDRESS):		5. DESTINATION:	
6. BUS MOVEMENT OFFICER/VNCO:		7. ONE-WAY MILEAGE:	
8a. INITIAL MOVE DATE AND TIME:	8b. NUMBER OF PASSENGERS:	9a. RETURN MOVE DATE AND TIME:	9b. NUMBER OF PASSENGERS:
8c. CHANGES TO INITIAL MOVE DATE AND TIME:	8d. CHANGES TO NUMBER OF PASSENGERS:	9c. CHANGES TO RETURN MOVE DATE AND TIME:	9d. CHANGES TO NUMBER OF PASSENGERS:
10. SPECIAL REQUIREMENTS AND REMARKS:			

11a. SIGNATURE OF REQUESTER:	11b. DATE:	11c. TITLE:
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12. In accordance with provisions prescribed in CA ARNGR 55-4, the above request for commercial charter bus transportation has been reviewed and approved by this major command (Division, Nondivisional Brigades, or Group Headquarters).

I certify travel support requirements herein have been determined to be essential for the accomplishment of the Army National Guard programs and missions.

SIGNATURE AND SIGNATURE BLOCK OF MAJOR COMMANDER OR DESIGNEE:

13a. ORGANIZATION TITLE OF MAJOR COMMAND:	13b. TELEPHONE:
13c. STREET ADDRESS:	13d. CITY AND ZIP CODE:

14a. *AUTHORIZATION NUMBER:	14b. DATE:
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* Major command approving request will assign internal transportation control number. CAOT will assign the date upon approval of the request..

15. DISPOSITION: <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED		16. CAOT/TO SIGNATURE:	
17a. **AMENDED BY (Name):		18a. **CANCELLED BY (Name):	
17b. RANK:	17c. DATE:	18b. RANK:	18c. DATE:
17d. REASON:		18d. REASON:	

**Cancellations and Amendments, less than 15 days prior to planned movement, require the G4/S4 to FAX and telephone confirmation with USPFO, ATTN: CAUS-TR, (805) 594-6324 (FAX), and (805) 594-8266/6267 (Voice) and with CAOT-TO at (916) 854-3069 (FAX) or (916) 854-3753 (Voice). A letter of justification for bus cancellation must be forwarded to CAOT within 30 days of the cancellation.

Failure to notify CAOT-TO and USPFO of cancellations and to get confirmation may result in financial liability to the senior command (S4).